

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.28 CONTINUING CERTIFICATION THROUGH TRAINING

A. General

IDAPA rule [11.11.01.131.01](#) requires all reserve level I, peace, and county detention officers to satisfactorily complete 40 hours of continued training related to law enforcement every 2 years in order to maintain certification. Peace Officer Standards and Training (POST)-certified training is not specifically required; however, training that is not POST-certified is not reflected on the officer's POST training record.

IDAPA rule [11.11.01.131.02](#) requires emergency communications officers appointed by a Public Safety Answering Point (PSAP) agency to satisfactorily complete 40 hours of continued training related to public safety emergency communications every 2 years in order to maintain certification. Peace Officer Standards and Training (POST)-certified training is not specifically required; however, training that is not POST-certified is not reflected on the officer's POST training record.

IDAPA rule [11.11.01.132.04](#) requires the POST Council (council) to notify officers and agencies of noncompliance.

IDAPA rule [11.11.01.131.03](#) provides that the 2-year mandatory training requirement is held in abeyance during an officer's active duty military service, recommencing upon the officer's return to active duty with his appointing agency.

B. Definitions

"Continuing training cycle" means each 24-month period beginning January 1 and ending December 31, following the date the officer was initially certified.

"Mandatory Training Report System" (MTRS) means a web-based training reporting program maintained on the POST website. Authorized users enter information regarding any new training received, which may be counted to meet the 40 hours in a 2-year period requirement. Certifications and standards (CS) staff track officer compliance through MTRS reports.

"Officer", for the purposes of this procedure, means any Idaho certified reserve level I, peace, detention, or emergency communications officer.

"Training" means any POST-approved training reflected in an officer's POST training profile or approved agency training recorded in the officer's agency records and entered into the MTRS.

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C. Certifications and Standards Section Duties

1. The CS section:
 - a. On September 1, runs officer compliance reports by region, listing officers currently non-compliant for the cycle ending December 31 of that year;
 - b. provides the reports to regional coordinators;
 - c. sends non-compliance letters, including notification of the appeal process and deadlines to appeal, to both non-compliant officers and their agency heads by September 15;
 - d. creates letters of non-compliance for officers in military deployment status;
 - e. scans copies of letters into the officers' electronic files; and
2. Additionally, the CS section:
 - a. repeats the process (2.a.-c.) on December 1, including an additional copy of the letter to the non-compliant officer's county prosecuting attorney;
 - b. runs an officer compliance report on January 1 of the following year,
 - c. suspends non-compliant officers certifications. If the non-compliant officer holds an instructor certification, that instructor certification is made inactive.
 - d. sends suspension letters to non-compliant officers and their agency heads by certified mail, and to the officers' county prosecuting attorneys.
3. The CS section reinstates certification after compliance is documented:
 - a. prepares a letter for the Administrator's signature informing the officer of the reinstated certification, mailing it to the officer with copies to the employing agency head, and the officer's local prosecuting attorney; and
 - b. the officer's record continues to reflect the period of time during which certification was suspended.

D. Regional Coordinator Duties:

1. Tracks noncompliant officers and any reasons for the noncompliance, in their respective regions.
2. Contacts officers' employing agency heads or training officers to verify the officer's training requirement compliance status.
3. May, prior to the November 30 extension request deadline, extend the time period for compliance for good cause (such as sickness or disability of the officer or an immediate family member, or natural disaster) when requested in writing by the employing agency.
4. When noncompliance is verified in January:
 - a. enters a note in the officer's MTRS training file documenting the reason for noncompliance and any proposed action plan;
 - b. adjusts the length of the affected training cycle in MTRS in accordance with proposed action plans; and
 - c. confirms compliance with the action plan through communication with the agency head or training officer.

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5. When compliance with the action plan is confirmed:
 - a. updates the notes in the officer's MTRS record; and
 - b. scans any supporting documents into the officer's permanent POST file.
6. When the officer's records within the MTRS indicate compliance, the regional coordinator notifies the CS section to reissue certifications and mail an official letter to the officer/agency.
7. For officers non-compliant after either January 1 or the end date of any extended training cycle:
 - a. communicates with agency heads or training officers about the noncompliance; and
 - b. notifies the officer, and agency head or training officer that a letter of suspension of certification will be issued by the administrator.

E. Separation and Rehire with Suspended Certification

1. If an officer separates with suspended certification and is rehired by an Idaho law enforcement agency, the officer will have to complete the challenge process to be reissued certification.

F. Appeal to the Council

1. The first noncompliance letter informs the officer and the agency head of the process and November 30 deadline for appeal.
2. Three weeks prior to the December council meeting, the CS runs a compliance report for inclusion on the council agenda.
3. The council management assistant (MA) schedules the Division Administrator (Administrator) on the December council meeting agenda for a briefing regarding non-compliant officers.